



## SPACE REQUIREMENTS QUESTIONNAIRE GENERAL REQUIREMENTS FOR SPACE

(Revised 10/99)



Agency: \_\_\_\_\_

Briefly describe the responsibilities/mission of your work unit: \_\_\_\_\_

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Delineated Area: \_\_\_\_\_

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Delineated area is that portion of a city, county or state your space needs to be within in order to serve your customers. A map of the area with the delineated area highlighted is beneficial. If the area is located outside the central business district (CBD) of a metropolitan area, a justification for being outside the CBD must be provided and can be on an attached sheet.

Date Required (if other than a continuing requirement): \_\_\_\_\_

Estimated maximum firm term of lease: \_\_\_\_\_

(Normally 5, can be up to 10 years)

Hours of Normal Operation: Weekdays: \_\_\_\_\_

Weekends: \_\_\_\_\_

Normally, you will have 24 hour access to your space, but heating, ventilating and air conditioning (HVAC), electrical service and, perhaps, even elevator service may not be available in excess of 10-11 hours per day unless additional payment/arrangement is made.)

What other times do you anticipate needing access to the space? \_\_\_\_\_

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Do you want janitorial services included in the lease? \_\_\_\_ Yes \_\_\_\_ No

Should janitorial services be performed during the day \_\_\_\_\_ or after normal hours \_\_\_\_\_

After hours cleaning is, in most cases, more expensive and would therefore require additional funding.

Do you have equipment (such as power files, a safe, **large** copy machines, central file rooms or libraries) which may require additional floor load requirements? Indicate "yes" and attach a list showing equipment size and weight, if known: \_\_\_\_ Yes \_\_\_\_ No

What agencies, if any, should you be located near: \_\_\_\_\_

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### OFFICE SPACE

Office space is designed to provide an acceptable environment which is suitable for standard office operations and includes adequate lighting, heating and ventilation, floor covering, finished walls, window dressings and accessibility. Office space may consist of a large open area (preferred) or be partitioned into rooms. Corridors and closets created within the office space are classified as office space.

Departmental Regulation 1620-2, dated August 2, 2002, "USDA SPACE MANAGEMENT POLICY", provides for the following:

**The Utilization Rate (Ute Rate) will not exceed 150 square feet per person.**

This includes:

- A. shared workstations;
- B. conference rooms
- C. storage areas within the office space;
- D. reception area;
- E. mail rooms, to include copier and fax areas;
- F. files, for normal day to day office operation;
- G. circulation space: and
- H. private offices.

Calculate: # of employees \_\_\_\_\_ X 150ft<sup>2</sup> = total **office space** of \_\_\_\_\_ sq. ft.

- ♦ Types of space not included in the Utilization Rate are: Warehouses, Ware yards, Light Industrial, Laboratories, Food service, Formal Computer Rooms, Structurally Changed, Training Rooms and Parking.

The following special requirements may be considered above standard and would require a lump-sum payment. (Please check if required)

- \_\_\_ Folding partitions
- \_\_\_ Decorative lights, spotlights or lighting levels in excess of 50 foot candles at desk height.
- \_\_\_ Observation windows and sidelight glass panels in private offices.
- \_\_\_ Dutch doors.
- \_\_\_ Side Lights.
- \_\_\_ Glass doors or double doors except for central reception areas or doors leading to large supply areas.
- \_\_\_ Digital security locks.
- \_\_\_ Walls and ceilings with noise ratings greater than STC 40 or sound masking systems.
- \_\_\_ Alarm systems, unless required by GSA risk assessment.
- \_\_\_ Interior office door locks.

- \_\_\_ Special security partitioning.
- \_\_\_ Coat Closet
- \_\_\_ Sound Masking System (Masking sounds above the speech privacy range may be needed in space assignments of 10,000 s.f. or more.)

**GENERAL STORAGE SPACE**

General storage space generally has concrete, woodblock, or unfinished floors, and unfinished walls and can include attics, basements, sheds and unimproved areas of office buildings. As its name implies, it is used for the storage of supplies, equipment, records and materials. General storage space may have HVAC at a minimum of 55 degrees Fahrenheit and lighting level of 10 foot candles at floor level and is generally contiguous or adjacent to office or special purpose space.

Total amount of storage space required: \_\_\_\_\_ sq. ft.

Flammable or Hazardous Storage: \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, describe materials and quantities to be stored:

<u>Name of material</u>	<u>Amount of material</u>	<u>Storage Requirements</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following special requirements may be considered above standard and would require a lump-sum payment. (Please check if required)

- \_\_\_ Dead bolt locks on interior doors.
- \_\_\_ Security partitioning.
- \_\_\_ Lighting in excess of 30 foot candles.
- \_\_\_ Special fire protection features.
- \_\_\_ Floor loads in excess of 100 pounds per square foot.

Specifics:

### WAREHOUSE SPACE

Warehouse space generally has concrete, woodblock, or unfinished floors, and unfinished walls. It is specifically designed for materials storage and handling operations and includes heavy live floor load capacity (over 200 pounds per ft<sup>2</sup>, high ceilings (over 14 feet). Warehouse space may have HVAC at a minimum of 55 degrees Fahrenheit and lighting level of 10 foot candles at floor level and is generally contiguous or adjacent to office or special purpose space.

Total amount of warehouse space required: \_\_\_\_\_ sq. ft.

Flammable or Hazardous storage:            yes                      no

If yes, describe materials and quantities to be stored:

<u>Name of Material</u>	<u>Amount of Material</u>	<u>Storage Requirement</u>

The following special requirements may be considered above standard and would require a lump-sum payment. (Please check if required)

- \_\_\_ Space must be adjacent to office or other special use space.
- \_\_\_ Ceilings Height: \_\_\_\_\_
- \_\_\_ Large vehicles will need maneuvering space (indicate size of trucks below);
- \_\_\_ Toilet facilities required;
- \_\_\_ Janitorial service required;
- \_\_\_ A floor load capacity exceeding 200 lb/sq.ft. is required);
- \_\_\_ Special electrical service is required;
- \_\_\_ A hoist is required;
- \_\_\_ A pedestrian door is required;
- \_\_\_ A loading dock is required (indicate size of trucks, turning radius, and if it must be covered or not below);
- \_\_\_ A manually-operated/electric sectional overhead door is required;  
Size: \_\_\_\_\_
- \_\_\_ A personnel door is required to provide access to a ware yard.
- \_\_\_ Plumbing (excluding toilets).
- \_\_\_ Load levelers.
- \_\_\_ Loading ramp.

- \_\_\_ Telephone service is required.
- \_\_\_ An electronic mechanism is required to operate overhead door.
- \_\_\_ Floor drains with sediment trap and sump. Drain Size:\_\_\_\_\_
- \_\_\_ Special fire protection features.
- \_\_\_ Special security features (alarms, special locks).
- \_\_\_ Special loading dock lighting.
- \_\_\_ Automatic fire sprinkler
- \_\_\_ Fire Hydrant or standpipe
- \_\_\_ Laundry-type sink with hot/cold water

Specifics:

**LABORATORY SPACE**

This space includes built-in equipment and utilities required for qualitative and quantitative analysis of matter, experimentation, and the processing of materials.

Total amount of laboratory space required: \_\_\_\_\_sq. ft.

Describe type of work that will be performed in this area:

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Volumes of chemicals flushed down the drains on a weekly bases:

<u>Chemicals</u>	<u>Gallons/Week</u>	<u>Storage Requirement</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

The following special requirements may be considered above standard and would require a lump-sum payment. (Please check if required)

\_\_\_\_\_ Special floors such as quarry tile, gratings or chemical resistant.

\_\_\_\_\_ Special plumbing - Drain Size: \_\_\_\_\_ (include chemicals and the amounts used which will be disposed of through the plumbing system in the specifics below).

\_\_\_\_\_ Special HVAC to treat and exhaust noxious or otherwise offensive gases, higher levels of fresh air (up to 100 percent fresh air), and special temperature control (up to +/- 2 degrees).

\_\_\_\_\_ Special wall, grid or ceiling colors and/or matte finish.

\_\_\_\_\_ Special lighting requirements

\_\_\_\_\_ Revolving Dark Room

\_\_\_\_\_ Fume Hood - Size: \_\_\_\_\_ or Exhaust Fan with screen - Speed: \_\_\_\_\_ c.f.m., vented or not vented to the outside.

\_\_\_\_\_ Emergency showers (tepid water approximately 70 degrees)

\_\_\_\_\_ Eyewash station (tepid water approximately 70 degrees)

\_\_\_\_\_ Audible or visible alarms for the eyewash station.

\_\_\_\_\_ Emergency shutoff switch for hazardous chemical lines.

\_\_\_\_\_ Shower/Locker Room

\_\_\_\_\_ Unisex Restroom



\_\_\_\_ Counter/Cabinets (describe below)

Specifics:

HEALTH/NURSING MOTHERS

This space is designed for the physical welfare of employees.

*Total amount of private health/nursing mothers space required:* \_\_\_\_\_ *sq. ft.*

The following special requirements may be considered above standard and would require a lump-sum payment. (Please check if required)

\_\_\_ Shower Stall

\_\_\_ Locker Room (describe quantity and sizes below).

\_\_\_ Stainless steel sink(s) (describe quantity and sizes below).

\_\_\_ Cabinets and casework.

\_\_\_ Garbage disposals, Steamer Sterilizers and Autoclaves

\_\_\_ Other.

Specifics:

**FOOD SERVICE SPACE**

This space is devoted to the preparation and dispensing of food, such as cafeterias, snack bars, vending areas (where a drain is provided) and private kitchens.

*Total amount of food service space required: \_\_\_\_\_ sq. ft.*

The following special requirements may be considered above standard and would require a lump-sum payment. (Please check if required)

- ☐ Non-slip or quarry tile floors.
- ☐ Smooth-surface and washable ceilings, partitions and walls.
- ☐ HVAC capable of maintaining acceptable operating environment in areas where there is heat generating equipment.
- ☐ Plumbing consistent with use - Drain Size: \_\_\_\_\_
- ☐ Exhaust fan vented to building exterior and separately switched inside room  
(specify CFM size below).
- ☐ Stainless steel sink with base cabinet is required.
- ☐ Built in counters and cabinets.
- ☐ Garbage Disposal
- ☐ Other.

Specifics:

### STRUCTURALLY CHANGED SPACE

This space covers areas with architectural features differing from normal office and storage areas, such as sloped floors, high ceilings, increased floor load, steel mesh within partitioning, and acoustical treatment exceeding STC 40. Examples are auditoriums, libraries, security vaults, bird rooms and magazines.

Total amount of structurally changed space required: \_\_\_\_\_ sq. ft.

The following special requirements may be considered above standard and would require a lump-sum payment. (Please check if required)

- \_\_\_\_\_ Commercial carpeting suitable for heavy traffic.
- \_\_\_\_\_ Standard level ceiling materials which are readily available in the building supply market and which to not involve unusual cost to provide, install and maintain (specify below).
- \_\_\_\_\_ Lighting units which are commercially available and which do not involve unusual cost to provide, install and maintain (specify below).
- \_\_\_\_\_ Built in book (library) or storage (vault) shelving.

Specifics:

### AUTOMATED DATA PROCESSING (ADP) SPACE

This space is used for housing ADP equipment and includes special features such as humidity and temperature control, raised flooring and extensive power requirements. Walls and ceiling will have a noise reduction coefficient of 0.65 or better. Acoustical tile fastened to the surface will normally provide the required noise reduction.

Total amount of ADP space required: \_\_\_\_\_ sq. ft.

The following special requirements may be considered above standard and would require a lump-sum payment. (Please check if required)

\_\_\_\_\_ Raised floor - Height:\_\_\_\_\_.

\_\_\_\_\_ Floor drain.

\_\_\_\_\_ STC for walls and ceilings:\_\_\_\_\_

\_\_\_\_\_ Anti-static carpet is required.

\_\_\_\_\_ HVAC capable of maintaining an operating environment for the ADP equipment which is compatible with manufacturer's recommendation. Temperature will be maintained in a range from a minimum of \_\_\_\_\_ to a maximum of \_\_\_\_\_ degrees F. A humidity range will be maintained in a range from \_\_\_\_\_ to \_\_\_\_\_ percent. Temperatures and humidity ranges will be maintained \_\_\_\_\_ hours a day, \_\_\_\_\_ days a week.

\_\_\_\_\_ Separate, dedicated electrical panel controlling equipment within the room (specify below).

\_\_\_\_\_ Wet pipe sprinkler protection.

\_\_\_\_\_ Dry sprinkler protection.

\_\_\_\_\_ Cable runs to remote terminals - Number of Personal Computers:\_\_\_\_\_

\_\_\_\_\_ Isolation transformers.

\_\_\_\_\_ Emergency shutdown control switches. An emergency shutdown control needs to be installed to provide manual control over the equipment power and the air conditioning.

\_\_\_\_\_ Emergency power supply.

\_\_\_\_\_ Portable power center.

\_\_\_\_\_ Uninterrupted Power Supply (A power source from a constant, self-contained source that is not affected by commercial power failures or fluctuations. Power is switched over and supplied for at least sufficient time for an orderly shut down to prevent data loss).

\_\_\_\_\_ Convenience-type electrical outlets for test equipment - How many:\_\_\_\_\_.

- \_\_\_ Telephone outlet or special telephone line - How many:\_\_\_\_\_.
- \_\_\_ Audible and visual alarms.
- \_\_\_ Dead bolt lock.
- \_\_\_ Push-button combination lock on entry door.
- \_\_\_ Supplemental Halon fire suppression system.
- \_\_\_ Under-floor cooling system.
- \_\_\_ Window in door
- \_\_\_ Local Area Network (LAN) Closet
- \_\_\_ Local Area Network (The connecting or clustering of several computer terminals by means of data cable for the purpose of accessing multiple storage disk drives, printers, etc. among a group of users in a local area.
- \_\_\_ Wide Area Network (Systems/data circuits which provide or accept data intrastate/interstate
- \_\_\_ Satellite/Radio
- \_\_\_ Special Electrical:\_\_\_\_\_

Specifics:

### TRAINING ROOM

This is space used for training or hearings and includes supplemental HVAC and/or built-in special equipment such as blackout drapes, lighting controls, projection booths, and acoustical treatment. Sound conditioning will be a minimum of 45 STC for walls and 55 STC for ceilings. NOTE: Conference rooms may have some or all of the characteristics of a training room however, conference rooms are part of the utilization rate.

Total amount of training space required: \_\_\_\_\_ sq. ft.

The following special requirements may be considered above standard and would require a lump-sum payment. (Please check if required)

- \_\_\_\_\_ This area will require separate HVAC zone controls in order to maintain adequate ventilation and temperatures when occupied by \_\_\_\_\_ persons.
- \_\_\_\_\_ Installation of agency-owned wall-mounted blackboards, marker boards or projection screens.
- \_\_\_\_\_ Blackout draperies.
- \_\_\_\_\_ Projection booth.
- \_\_\_\_\_ Telephone and data lines.
- \_\_\_\_\_ Vinyl wall covering.
- \_\_\_\_\_ Acoustical wall treatment
- \_\_\_\_\_ Folding partitions
- \_\_\_\_\_ Track Lights
- \_\_\_\_\_ Dimmer Switch
- \_\_\_\_\_ Accordion Door
- \_\_\_\_\_ Other

Specifics:

### LIGHT INDUSTRIAL SPACE

This space shares some or all of the characteristics of warehouse space, but may be provided with one or more of the following features: air-conditioning, humidity control, special power, and a light level equal to or slightly less than office space. Examples are: records storage (with humidity control), general storage (with air conditioning); product classifying laboratories, locker rooms, workrooms, shops, canopy areas, loading docks and shipping platforms.

*Total amount of light industrial space required: \_\_\_\_\_ sq. ft.*

The following special requirements may be considered above standard and would require a lump-sum payment. (Please check if required)

- \_\_\_\_\_ HVAC equivalent to office space.
- \_\_\_\_\_ 110V electrical outlets.
- \_\_\_\_\_ A minimum lighting level is required at working height.
- \_\_\_\_\_ Tile or other finished floors (more then sealed concrete).
- \_\_\_\_\_ Heavy floor load.
- \_\_\_\_\_ Proximity to rail transportation.
- \_\_\_\_\_ Proximity to highway access.
- \_\_\_\_\_ 220VAC, 50 amp, electrical outlets.
- \_\_\_\_\_ Plumbing.
- \_\_\_\_\_ Shelving

Specifics:



### WARE YARD

This is open space used for storage of vehicles, equipment, or materials and may or may not be fenced and lighted.

Total amount of ware yard needed: in \_\_\_\_\_ sq.ft. or \_\_\_\_\_ acres.

Do you need the ware yard located so that it has:

- \_\_\_ Proximity to rail transportation.
- \_\_\_ Proximity to highway access.
- \_\_\_ Located immediately adjacent to building where office is located.

The following special requirements may be considered above standard and would require a lump-sum payment. (Please check if required)

- \_\_\_ Paving.
- \_\_\_ Lighting \_\_\_\_\_ foot candles at ground level.
- \_\_\_ Fencing.
- \_\_\_ Pedestrian gate in the fence.
- \_\_\_ Vehicle gate - automatic or manual.
- \_\_\_ Security Requirements

Specifics:

### INSIDE PARKING

Inside parking is space used for parking of Government vehicles and Official Visitors which is other than in an outside lot and includes garages, rooftop and deck parking areas.

Number of spaces required:    GOV    \_\_\_\_    Visitor    \_\_\_\_

\_\_\_\_ Space must be located on-site **OR**

\_\_\_\_ Space must be within \_\_\_\_ blocks of other assigned space.

\_\_\_\_ Special security measures are required, as follows:

### OUTSIDE PARKING

#### Reserved Parking:

The space used for parking of Official Government use vehicles and visitors can be reserved and designated:

Number of official vehicles: \_\_\_\_\_

Number of visitor parking spaces: \_\_\_\_\_

It must be lighted and be located within \_\_\_\_ blocks of the office.

#### Employee parking:

A minimum of \_\_\_\_ public parking spaces must be available within \_\_\_\_ blocks of the space offered for use by employees.

Satisfactory public transportation must be available within \_\_\_\_ blocks of the space offered.

♦ Parking is covered under the Federal Property Management Regulation (41 CFR, 101-20.104-1&2 and APHIS Directive 240.9. Government provided parking for Privately Owned Vehicles (POV) is only provided when:

1. Vehicle is used 12 or more days per month for which the employee is receiving reimbursement for mileage.
2. Space is for a senior official responsible for a national or multi-state program.
3. Severely handicapped personnel who cannot use public transportation need parking.
4. An individuals Official Duty Station is a US Border Station. (When possible, GSA will allocate parking spaces at Border Stations for parking of POVs. Each individual will not have a private space, rather, spaces will be assigned on a pro rata basis to the FIS departments.

## COMMUNICATIONS

### Existing Building Profile

Program: BAC'S (Billing Account Numbers)  
Building Name: List current account numbers:  
Building Address:

Location Group: Number of Employees: Floors Occupied:

Type of Telephone System:  
Type of Service: GSA Switch Local Telephone Company USDA or other Government Switch

### Switched Voice Service:

Number of Voice Lines: Number of ISDN Lines:  
Number of FAX Lines: Number of Dial Data Lines:

### Dedicated Data Services:

Number of Analog Data: Number of Digital Data:  
Number of LAN: Other:

### Facilities:

Number of T1.5: Number of Video:  
Number of Satellite: Number of Microwave:  
Number of Fiber: Other:

### Other:

How many lines need to make International Calls: All voice lines Only designated lines  
All Fax lines Only designated lines

Will there be an increase or decrease in needs at new location:

Increase voice lines by: Increase fax lines by:  
Decrease voice lines by: Decrease fax lines by:

Do you have a requirement for a satellite, radio, or tv antenna? Yes No

If yes, list type of mount: Roof Wall Ground Height:

Type and size of conduit: Termination mount required? Yes No

Weatherhead required? Yes No

Do you have a Repeater? Yes No Does it have a dedicated Line? Yes No

Do you have a full-time (hot) telephone connection to an antenna? Yes No

Telephone Number:

Program Contact: Phone Number: